

**INSTRUCTIONS FOR
PART II – BUDGET INFORMATION) CONSTRUCTION GRANT APPLICANTS ONLY**

Budget information is required from all applicants. There are different forms for Construction and Planning Applications. **The Budget Information Form on page 3 should be completed only by applicants for Construction Projects. There is a separate Budget form for planning projects on page 5.**

SECTION A: PROJECT EXPENSES

Equipment Totals by Category

Lines A1-A4. Total all of the equipment pages (page 4) submitted for each category of equipment (**including installation costs**). Place the total for each category of equipment on the appropriate line for that category.

A6. Eligible Non-equipment Costs

Non-equipment costs include *Outside Services* and *Pre-operational Expenses*.

Refer to the current regulations included in the Application Kit regarding the limited non-equipment costs that may be requested as part of the proposed project.

For each cost requested, describe the service to be performed, the name of the person/firm (if known), the cost basis (e.g. \$20/hr, \$200/day), the number of units (e.g. hours, days). The Cost should be the product of the cost basis times the number of units.

Outside Services. List all outside services, such as audit costs, for which Federal funding is requested for this project **with the exception of installation labor**. Installation labor, if any, should be included on the equipment pages.

Pre-operational Expenses may be claimed only by applicants for the establishment of facilities or the extension of service areas.

List all non-construction costs for which Federal funding is requested to support expenses incurred prior to commencing operations of a new facility or the expanded portion of an existing facility. Salaries of personnel employed by telecommunications entities now operating may **NOT** be included.

If line A6 is completed, attach pages which detail the requested costs.

NTIA regards its primary mandate to be funding the acquisition of equipment and only secondarily funding salaries, even when allowed by law. NTIA permits non-profit organizations to include up to \$5,000 for audit costs but generally will not fund salary expenses, pre-application legal and engineering fees, or pre-operational expenses of new entities. Applicants wishing to demonstrate that "exceptional needs exist" should state their case with supporting documentation in the Program Narrative.

A7. Total Eligible Project Costs. Total of Equipment

shown on line A5 and Eligible Non-equipment Costs shown on line A6. Also, place this amount on page 1, line 13c. (Multi-year digital TV applicants, see below)

SECTION B: PROJECT FUNDING

Line B1. Federal Share Requested (no more than 75% of Line A7, not even by 25 cents). Also, place this amount on page 1, line 13a. (Multi-year digital applicants, see below)

Applicants should review the Notice of Availability of Funds for NTIA's policy regarding the Federal level of participation in different types of projects.

Line B2. Applicant Share - subtract B1 from A7. Also, place this amount on page 1, line 13b. (Multi-year digital TV applicants, see below)

Ineligible Project Costs

Line B3. List costs that are necessary to complete the project, but that are ineligible for PTFP funding. Use additional pages if necessary.

Sources of Applicant Funds on line B4

Lines B5 -B9 Identify the proposed sources of funds for **both for the local match (line B2) and to cover ineligible costs (line B3)**. Document the sources, as required, in an attachment.

MULTI-YEAR DIGITAL TELEVISION APPLICANTS

Complete a copy of page 3 for each year for which funding is requested.

Enter the year for the page on the line at the right.

Number and place the budget pages consecutively in the application (e.g. 3-1, 3-2, 3-3, etc.)

Transfer the multi-year figures in the TOTAL column to the appropriate lines in item 13 on page 1 of the application:

TOTAL on line A7 to page 1, line 13c
TOTAL on line B1 to page 1, line 13a
TOTAL on line B2 to page 1, line 13b

PART II - BUDGET INFORMATION -- CONSTRUCTION GRANT APPLICANTS ONLY

A. PROJECT EXPENSES

(whole dollars only)

Equipment Totals by Category

A1. Total Category A - Dissemination \$ _____

A2. Total Category B - Origination \$ _____

A3. Total Category C - Interconnection \$ _____

A4. Total Category D - Test/Other \$ _____

A5. **Total Equipment (A1-A4)** \$ _____A6. *Eligible Non-equipment Costs* \$ _____
(Enter Total here, attach pages with detail)A7. **Total Eligible Project Costs** \$ _____
(Add lines A5 and A6)
(Place amount in line 13c, page 1)

Multi-Year
Digital TV
Applicants
Should
Indicate Year
for This Page _____

B. PROJECT FUNDING

B1. **Federal Share Requested** \$ _____
(Not more than 75% of line A7)
(Place amount in line 13a, page 1)B2. **Applicant Share** \$ _____
(Place amount in line 13b, page 1)B3. *Ineligible Project Costs* \$ _____
(Enter total here, provide details in an attachment.)B4. **Total Applicant Funds (B2+B3)** \$ _____

Sources of Applicant Funds on line B4

B5. Applicant's Operating Budget \$ _____

B6. Applicant's Capital Budget \$ _____

B7. Anticipated Grants or Appropriations \$ _____

B8. Fair market value of donated equipment \$ _____

B9. Other sources (Specify in an attachment) \$ _____

C. Applicants for Multi-Year Digital TV projects (**only**) complete this Table on the current year budget page.

	FY 2001	FY 2002	FY 2003	TOTAL
A7 Total project cost				
B1 Federal share				
B2 Applicant share				